

# Facility Rental

# Alcohol Information

## Information on Serving Alcohol

### WHAT YOU SHOULD KNOW...

Alcohol service and consumption is restricted to bottled or canned beer, wine and champagne. Liquor (gin, whiskey, rum, tequila, etc.) and drinks containing liquor are prohibited. The use of beer kegs is also prohibited. Alcohol is permitted in the rental rooms only.

Serving alcohol without proper approval and permits, and/or in violation of any of the below policies and procedures may result in a Police citation, immediate shut down of your event, forfeiture of your deposit, and/or additional fees and penalties. **Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event as specified on your Rental Contract.** You are responsible for the conduct and behavior of your drinking guests.

Note: Underage drinking is strictly prohibited. If a problem is suspected, the Burien Police will be called and this could result in an immediate end to your event and citations being issued. If this occurs, no refunds will be given and forfeiture of damage deposit.

### WHERE DO I APPLY TO GET A BANQUET PERMIT?

State of Washington: Burien Liquor Store

15858 1st Ave SO  
Burien, WA 98148  
(206) 439-3828

- Washington State Liquor requires that you apply 14 business days before your event.
- City of Burien requires a copy of the permit 14 days before your event.



### WHERE CAN I GET INSURANCE?

Insurance may be purchased through Washington Cities Insurance Authority

1. Access website at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
2. Enter facility code. **Burien Facility Code is: 0465-024**
3. Answer questions about your event.
4. When completed with questions click on "Quick Quote." This will display your cost of insurance.
5. To purchase insurance, fill in personal information.
6. Insert credit card information. **VISA or Mastercard only**
7. When payment has been processed an insurance certificate will be emailed to the contact's email address and to the WCIA city contact member.
8. Print copy for your records. You may be required to show proof of insurance when meeting with facility supervisor.